



POP Tracking
Workbook

**NON-CONSTRUCTION
ROADWAY IMPACTS**



PROJECT NAME:

KEY NUMBER:

For existing projects, check project folder(s) to determine if a workbook has already been started during a previous project phase. When starting a new workbook, save out the PDF into the project folder BEFORE filling in fields. Use the PDF version to record project information.

Information filled in through a web browser will not be recorded and cannot be saved.

POP STEPS



SELECTING YOUR TRACK

The first step is determining what category your transportation impact best fits. Five “tracks” have been developed to catch all potential transportation impacts in Idaho.



CHECKING YOUR POP LEVEL

Knowing your POP Score, a corresponding level of need can be determined by referencing the POP Level Typical Descriptions. This page describes common attributes of transportation impacts for each track, at each POP Level.



PROJECT DESCRIPTIONS

Knowing your POP Score, a corresponding level of need can be determined by referencing the [POP Level Typical Descriptions](#). This page describes common attributes of transportation impacts for each track, at each POP Level.



PRINT

Save your completed questions/answers to a PDF in the appropriate project folder for future reference.



BUDGETING

Once the outreach level is determined, the [Budget Estimates page](#) provides a framework for approximate budgets that a contractor or third-party public involvement and communication support may propose, for each track and POP Level. This page also provides estimated direct expense associated with public involvement tools, with or without third-party support.

STAFFING & TOOLS

You know your POP level and you have an estimate of how much public outreach might cost, but how do you actually conduct the outreach? For each track and POP Level, the [Staffing & Tools page](#) provides customized lists of recommended staff to involve and possible tools and techniques that when done right, have proved successful at effectively involving the public.



POP LEVEL REFERENCE GUIDES

[The POP Level Reference Guides](#) provide comprehensive information on public involvement requirements, including definitions, descriptions and examples of tools and techniques. Reference guides pull the relevant information from the [ITD Guide to Public Involvement](#) and collect it in customized reference guides for each POP Level.



POP TRACKING WORKBOOK

[The POP Tracking Workbook](#) is designed to help project teams track and document public involvement throughout the life of a project.

→ Instructions for POP Tracking Workbook:

1. This POP Tracking Workbook is designed to help project teams track and document public involvement throughout the life of a singular non-construction roadway impact or reoccurring event. This workbook asks specific questions about your impact to help current and future staff:
 - Easily locate and reference relevant files, documents and collateral
 - Understand project history, trends and public opinions and attitudes

This Workbook is different than the POP Level Reference Guides. The POP Level Reference Guides provide comprehensive information on public involvement requirements, including definitions, descriptions and examples of tools and techniques. Reference guides pull the relevant information from the ITD Guide to Public Involvement and collect it in customized reference guides for each POP Level.

2. There are ten identical worksheets in this workbook. This will allow users to track the public involvement and outreach for reoccurring or annual events, to help with future planning and coordination with permit applicators.
3. Visit this workbook regularly with your team throughout the project, noting the following as they occur:
 - Changes in your POP Score
 - Added team members
 - Addition of major stakeholders
 - Right-of-way impacts
 - Major events and milestones that influenced public involvement, including controversies and successes
 - Analysis of tools and techniques that worked/failed



Save
Now!

ALWAYS REMEMBER TO RESAVE YOUR WORKBOOK BEFORE EXITING



Save
Now!

4. Continually save and update the following documents in your project folder:
 - This workbook
 - Completed POP questions
 - Appropriate POP Level Reference Guides
 - Other materials: brochures, advertisements, display boards, press releases, photos, graphics, etc.



NON-CONSTRUCTION ROADWAY IMPACTS TRACKING WORKSHEET

PROJECT MANAGER:

PROJECT SPONSOR:

PROJECT TEAM MEMBERS:

DATE WORKSHEET STARTED:

PROJECT FILE LOCATION:

GENERAL PROJECT DESCRIPTION:

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4. What government/elected officials do you believe will have interest in this impact?
5. Describe any business/residential impacts, if any.



6. Describe the types of impacts to the traveling public, if any.

7. What types of permitting are being required for this impact?

8. Describe the types of outreach methods you decided to use.

→ TYPICAL LEVEL 1 TOOLS

VMS signs

Construction fliers

District projects website posting

News release

Impacted stakeholder contacts

Social media

Other:

→ TYPICAL LEVEL 2 TOOLS

VMS signs

Construction fliers

District projects website posting

News release

Stakeholder availability

EMS coordination

Social media updates

511 updates

Other:

→ TYPICAL LEVEL 3 TOOLS

VMS signs

Construction Fliers

Fact sheets

District projects website posting

Social media updates

Pre-construction open house

511 updates

Stakeholder availability

Media relations

Pre-construction partnering workshop

Construction Coordination Team

Conflict resolution/mediation

EMS coordination

School district/busing coordination

Trucking and motor carriers coordination

Traffic Cameras

Other:

→ TYPICAL LEVEL 4 TOOLS

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Paid advertising

Agency/municipal leadership updates

Transit coordination

Neighborhood association outreach

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Other:



→ TYPICAL LEVEL 5 TOOLS

- | | | |
|--------------------------------------|-------------------------------------|--|
| VMS signs | EMS coordination | Social media updates |
| Construction fliers | 511 updates | Newsletters (electronic and paper) |
| Fact sheets | School district/busing coordination | Pre-construction open house |
| District projects website posting | Paid advertising | Trucking and motor carriers coordination |
| Stakeholder availability | Agency/municipal leadership updates | Other: |
| Media relations | Transit coordination | |
| Pre-construction partnering workshop | Traffic cameras | |
| Construction Coordination Team | Neighborhood association outreach | |
| Conflict resolution/mediation | Policy-level problem solving | |

9. Which outreach methods were more effective than others? Why?

10. Other notes:



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3. If this is for a city, county or other entity outside ITD, please list those entities and individuals involved including the permit requestor if applicable.
4. What government/elected officials do you believe will have interest in this impact?
5. Describe any business/residential impacts, if any.



6. Describe the types of impacts to the traveling public, if any.

7. What types of permitting are being required for this impact?

8. Describe the types of outreach methods you decided to use.

→ TYPICAL LEVEL 1 TOOLS

VMS signs

Construction fliers

District projects website posting

News release

Impacted stakeholder contacts

Social media

Other:

→ TYPICAL LEVEL 2 TOOLS

VMS signs

Construction fliers

District projects website posting

News release

Stakeholder availability

EMS coordination

Social media updates

511 updates

Other:

→ TYPICAL LEVEL 3 TOOLS

VMS signs

Construction Fliers

Fact sheets

District projects website posting

Social media updates

Pre-construction open house

511 updates

Stakeholder availability

Media relations

Pre-construction partnering workshop

Construction Coordination Team

Conflict resolution/mediation

EMS coordination

School district/busing coordination

Trucking and motor carriers coordination

Traffic Cameras

Other:

→ TYPICAL LEVEL 4 TOOLS

VMS signs

Construction fliers

Fact sheets

District projects website posting

Stakeholder availability

Media relations

511 updates

Pre-construction partnering workshop

Construction Coordination Team

Conflict resolution/mediation

EMS coordination

School district/busing coordination

Trucking and motor carriers coordination

Paid advertising

Agency/municipal leadership updates

Transit coordination

Neighborhood association outreach

Social media updates

Electronic newsletter updates

Pre-construction open house

Traffic Cameras

Other:



→ TYPICAL LEVEL 5 TOOLS

VMS signs
 Construction fliers
 Fact sheets
 District projects website posting
 Stakeholder availability
 Media relations
 Pre-construction partnering workshop
 Construction Coordination Team
 Conflict resolution/mediation

EMS coordination
 511 updates
 School district/busing coordination
 Paid advertising
 Agency/municipal leadership updates
 Transit coordination
 Traffic cameras
 Neighborhood association outreach
 Policy-level problem solving

Social media updates
 Newsletters (electronic and paper)
 Pre-construction open house
 Trucking and motor carriers coordination
 Other:

9. Which outreach methods were more effective than others? Why?

10. Other notes:



ALWAYS REMEMBER TO RESAVE YOUR WORKBOOK BEFORE EXITING

